

C O P Y

DD / S REGISTRY  
FILE *Personnel 3*

h/w by Mr. Bannerman  
"Dir. Personnel"

h/w by Mr. Bannerman:

"Approved. Please prepare a letter of invitation to  
the Vice Pres.

s/RLB 23 July 66"

DD/S:RLB:maq

Distribution:

- Orig - D/Pers w/O DD/S 66-3575 w/O of DD/S Routing Slip dtd 19 Jul 66 w/att
- ✓ 1 - DD/S Subject w/ccy DD/S 66-3575 w/ccy DD/S Routing Slip dtd 19 Jul 66 w/att
- 1 - DD/S Chrono

DD/S 66-3575: Memo dtd 11 Jul 66 for DCI fr D/Pers, subj: 1966 Annual Awards Ceremony

STATINTL

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010043-1

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Executive Director-Comptroller  
7D59 HQS

7/22 s/W

~~Director of Central Intelligence~~  
7D6011 HQS--

DD/S

h/w note on Yellow Routing Slip,  
dtd 22 Jul by Col. White:

"Bob: I suggested to the Director  
that this might be a good opportunity  
to invite the Vice Pres. out. He  
agrees. Would you please draft an  
appropriate letter to the V.P. for  
the Director's signature. s/LKW"

To 1:  
Colonel White:

Last year's Annual Awards Ceremony was a bit  
too long and we ran overtime. The attached proposal  
recommends reducing the number of people to whom  
individual certificates will be presented. If it is  
desired, we can reduce the number further to one  
representative from each office for the 10- and 15-  
year awards, making a total of ten individual  
presentations.

  
R. L. Bannerman

19 JUL 1966

STATIN Deputy Director for Support 7D26 HQS ☐

DD/S:RLB:jvw (15 Jul 66)

Rewritten: RLB:maq (18 Jul 66)

Distribution:

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DD/S 66-3575: Memo dtd 11 Jul 66 for DCI fr D/Pers, subj: 1966 Annual Awards Ceremony

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DD/S 66-3515

11 JUL 1966

**MEMORANDUM FOR: Director of Central Intelligence**

**SUBJECT : 1966 Annual Awards Ceremony**

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 6.

2. Since 1961, a Longevity Awards Program has been held on the Agency's anniversary date, 18 September. Since 18 September 1966 will be a Sunday, we propose that the ceremony be held on Monday, 19 September.

3. It has been the custom for the Director to present certificates to representative groups of employees in the 10- and 15-year service categories. The certificates for each period of service are similar in design, the difference being in the color of the Agency's seal. (Samples of the certificates are attached.) The 1966 roster of recipients totals [redacted] with 10 years of service. We propose that you present certificates to a total of twenty persons, two in each longevity category, 10 years and 15 years, representing the Office of the Director of Central Intelligence, the Deputy Directorate for Intelligence, the Deputy Directorate for Plans, the Deputy Directorate for Science and Technology, and the Deputy Directorate for Support. Those who do not receive their certificates from you at the ceremony will receive them later from their own Deputy Directors.

4. Over the past few years, the Annual Awards Ceremony has been extended in scope to provide additional recognition to employees who have won or been nominated for Public Service Awards during the year--National Civil Service League Award, Federal Woman's Award, Jump Memorial Award, Rockefeller Award, etc. The recipient of the annual Studies in Intelligence Award is also honored, and again this year we propose to mention the names of Agency chauffeurs who have won Safe Driver Awards from the National Safety Council and to ask them to take a bow.

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5. The Annual Awards Ceremony is simple, dignified, and very brief; it should last no more than 30 minutes. The Executive Director and Deputy Directors are platform guests. The Director of Personnel serves as "Master of Ceremonies". We ask that you make a few remarks in addition to presenting the 20 individual certificates. The Garden Club will participate by contributing the floral decorations, the organist will provide "live" music, and official photographs will be taken.

6. It is recommended that planning for the 1966 Annual Awards Ceremony proceed as outlined above and be scheduled for noon on Monday, 19 September, in the Headquarters Auditorium.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Att

Concur: SIGNED R. L. Bannerman  
Deputy Director  
for Support

19 JUL 1966  
Date

The recommendation contained in paragraph 6 is approved:

/s/ Richard Helms  
Director of Central Intelligence

21 JUL 66  
Date

**Distribution:**

- 0 - Return to D/Pers
- 1 - ER
- 2 - DDS Chronic Subject
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- 2 - BSD

OP/BSO/LAB/  23 June 1966)  
Retyped: OP/  as (5 July 66)

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22 July 1966  
2:10 p.m.

STATINTL

Mr. Banne:

Colonel White buzzed - he is returning to you the paper on the Annual Awards Ceremony.

Colonel White discussed this paper with the Director and he (Col. White) made the suggestion that this might be a good occasion to invite the Vice President out here to say a few words. The Director thought this was a good idea.

Colonel White is returning the papers with the request that you draft a note to the Veep for the Director's signature.

Miriam

*PER MR B: GIVE TO MR. WHITEFIELD  
IF NOT HERE*